

UNIFORM ALLOWANCE

3695

(No. 43 May 1998)

Purpose/Use:	To process uniform allowance reimbursements.
Reference/Authority:	Accounting Procedures Handbook, Sections 3689 and 3742.3; Department of Personnel Administration, Article 5, Chapter 2; Government Code, '19460-19463; Board of Control 897; Memorandum of Understanding.
Source:	Personnel.
Forms/Related Documents:	AUA 200 Packet; AUA 201 Packet; Claim Schedule, STD 218B; Classifications Entitled to Uniforms Listing; Employee Claim for Payment of Annual Uniform Replacement Allowance, PO-80; Monthly Claims Verification Listing, AUA 200B; Request for Revolving Fund Check, AO-107; Request to Deliver Warrant to Agency, AO-24.
Due Date(s):	
Distribution:	See procedures.

Specific classifications of CDF employees are required to wear uniforms, the costs of which are reimbursed to the employee on an annual basis.

Under certain circumstances an employee will be granted a uniform allowance advance. If so, the appropriate administrative unit in decentralized regions and DAO-Revolving Fund will issue a revolving fund check and forward a copy of a Request for Revolving Fund Check (AO-107) to DAO-Claims who will maintain a pending file of AO-107s.

There are two processes by which reimbursement is accomplished, one for seasonal and part-time employees, the other for permanent, full time employee.

EMPLOYEE CLAIM FOR PAYMENT OF ANNUAL UNIFORM REPLACEMENT ALLOWANCE (PO-80)

As seasonal and/or part time employees become eligible to receive a uniform allowance, administrative unit or DPO will forward a completed PO-80 to DAO-Claims, who will:

- Audit PO-80 for completion:
 - Bargaining Unit.
 - PCA Codes.
 - Eligibility Date. WATCH Funding Fiscal Year (FFY). If more than one FFY is to be charged on one PO-80, photocopy PO-80 and line out charges on each to create one for each FFY.
 - Check Class/Serial Code/No. against Classifications Entitled to Uniforms Listing from Memorandums of Understanding.
 - Reporting Unit Manager and Departmental Personnel Office signatures.
- If required signatures have not been affixed, return PO-80 to submitting unit. Attempt to correct all other errors via telephone before returning PO-80.
- Place audited PO-80s in pending file.
- At least once every two weeks prepare a claims schedule per Accounting Procedures Handbook, Section 3689. Type Claim Schedule (STD 218B) and attach completed Request to Deliver Warrant to Agency to original copy of STD 218B.
 - Forward original STD 218B with related PO-80s attached to State Controller's Office.
 - Forward duplicate STD 218B with copies of related PO-80s attached to DAO-Data Entry.

AUA 200 PACKET

To process uniform allowance reimbursement due CDF full time permanent employees:

- Monthly request an AUA 200 packet which includes two copies each of a Monthly Claims Verification Listing (AUA 200B) and a blank AUA 200B.
 - Separate one copy of both versions of AUA 200B by Sacramento Headquarters and administrative unit and, with a cover letter requesting verification and/or correction and return, forward headquarters sections to DPO, the others to the Personnel Office in the appropriate region.
 - Place second copy of both versions of AUA 200B in pending file.

- Upon return of verified and/or corrected AUA 200Bs:
 - Check Class/Serial Code/No. against Classification Entitled to Uniforms Listing from Memorandums of Understanding.
 Enter deletes, initiates and modifies into computer in Data Processing Unit.
- Request AUA 201 packet from Data Processing.
- Count number of employees shown on AUA 200B per region and compare to number shown on AUA 201s. If 201s are short, identify missing employee and call region to request PO-80.
 - Process PO-80 as described earlier.
- Prepare a claim schedule per Accounting Procedures Handbook, Section 3689.
 - Type STD 218B.
 - Attach two copies of AUA 201B to back of original copy of STD 218B and completed Request to Deliver Warrant to Agency to front. Forward to State Controller's Office.
 - Attach two copies of AUA 201D and one of AUA 202B to second copy of STD 218B. Forward to DAO-Data Entry.
 - Place a copy of AUA 210B and AUA 201D in file.

When State Controller forwards warrants via DPO:

- Sort warrants by region and compare to PO-80s in schedules and/or AUA 201D if warrants were issued against AUA 200Bs. Check for same name and amount on warrants, PO-80s and 201Ds.
 - If difference, return warrant to State Controller for redeposit and request PO-80 from submitting Personnel Office.
- Check warrants against AO-107 file. Pull related AO-107 and attach to check.
 - If advance has not been deducted from allowance, forward both to DAO-ORF who will redeposit warrant and issue revolving fund check for correct amount.

- Attach warrants, revolving fund check(s) if any, and AO-107(s) to related AUA 201D and forward to appropriate Personnel Office.

Monthly, forward all schedules prepared that month for reimbursement of uniform allowances to DAO-Secretary for computer input and preparation of an alphabetic listing of employees paid. Secretary will forward one copy of listing to DAO-ORF and one to DAO-Claims who will:

- Audit listing for duplicate payment.
 - Advise appropriate Personnel Office of any overpayment.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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